

# Event Enquiry Form

Please complete as much as possible and e-mail to: [events@aut.ac.nz](mailto:events@aut.ac.nz)

(Fields marked with red asterisk are required)

## Contact Details

Contact Name:*	
Title:	
E-mail:*	
Org/Dept./Faculty/ School:	
Direct Phone:*	
Mobile Phone:	

## Event Details

Event Name:*	
Event Dates: (DD-MM-YY):*	
Number of Days:	
Base Campus:	
Guest Numbers:*	
Guest Demographics:	
Event Theme:	
What are you wanting to achieve by holding this event?	

## Hospitality Services

### Sponsorship and Payment Details

Type of Event:	Internal	Sponsored	External	Partner
Payment By:*	Internal Charge Docket/ICD (Applicable for AUT Staff only)		Invoice	
<i>If you have selected Payment by ICD, please provide ICD Charge Code, Requestor and Authoriser Name or else, please proceed to next question.</i>				
ICD Charge Code: <small>(Applicable for AUT Staff only)</small>				
ICD Requestor: <small>(Applicable for AUT Staff only)</small>				
ICD Authoriser: <small>(Applicable for AUT Staff only)</small>				
Are you holding an event on behalf of external company?				
Will you receive any external sponsorship for the event?				
Full Sponsorship:		Part Sponsorship:		
Company Name		Contact Details		
Address		Amount		
Income Account Code:*				

\*The sponsorship will be sent to this account directly from sponsor

### Venue

What type of rooms will your event require?

<b>Plenary Room</b> (preference):				
Capacity:				
Setup:				
<i>Approximate timing to nearest hour</i>	From:			To:
<b>Breakout Rooms:</b>				
Qty Rooms Required:				
Setup Style:				
Capacity:				
<i>Approximate timing to nearest hour</i>	From:			To:

## Hospitality Services

### Catering

<i>Check the appropriate boxes</i>	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast					
Arrival Tea and Coffee					
Morning Tea					
Lunch					
Afternoon Tea					
Cocktails and Beverage					
Dinner					

### Audio Visual Requirements

Stage		Video Camera	
Tele Prompter		Camera Operator	
Lectern		Video player	
Wheel Chair Ramp		Live stream	
Technician		Wifi Internet	
Flat screen monitor		Lectern mic	
Data projector		Hand held mic	
Video Wall		Lapel mic	
Stage Lighting		Panel mics	
Theming lighting		Background music	
Are you intending to bring any external electrical equipment on site?			
Are you intending to have services of external contractors?			

## Hospitality Services

### Other Services

Select services you would like to discuss further:

Abstract Management		Speaker Management	
Sponsorship		Website Management	
Exhibitor Management		Registration Management	
EDM Marketing Management		Event Merchandise	
Accommodation Management		Event/Conference App	

### Additional Information

## Hospitality Services

Declaration:

I have read and understand the Sponsorship & Payment details in the above event enquiry form.

In the event of an INTERNAL BOOKING, I declare that there is no external sponsorship for this event.

Signature